

NOTE: Applications received under this vacancy announcement will be rated using delegated examining procedures only under this agency's delegated examining authority.

This position is also being advertised under Merit Promotion procedures. Please follow the instructions outlined under Vacancy Announcement #05-EDCA-04 (MS) to be considered under those procedures.

TITLE, SERIES, GRADE: Legal Assistant (OA)*
GS-986-5/6/7

SALARY RANGE:

GS-5:	\$27,569.00-\$35,844.00 per year**
GS-6:	\$30,731.00-\$39,951.00 per year**
GS-7:	\$34,149.00-\$44,395.00 per year**

***NOTE:** This position is also organizationally known as a Legal Secretary.

****NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

TYPE OF APPOINTMENT: Permanent/Full Time

PROMOTION POTENTIAL (IF ANY) TO: GS-7

VACANCY ANNOUNCEMENT NUMBER: 05-EDCA-03(DEU)

AREA OF CONSIDERATION: Any U.S. Citizen

OPENING DATE: 2/28/05

CLOSING DATE: 3/11/05

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Fresno, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: 916-554-2749

TDD: None

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100

Sacramento, CA 95814

NOTE: Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period is required.

Full performance level is a Legal Assistant (OA), GS-986-07. Any promotion is dependent upon performance at an acceptable level of competence.

DUTIES: Incumbent serves as a Legal Assistant and technician in support of one or more Assistant U. S. Attorneys with responsibility for preparing a variety of legal documents, composing correspondence, receiving visitors and callers, maintaining files, and searching legal references. Prepares and reviews a wide variety of legal documents including but not limited to: complaints, motions, orders, answers, pleadings and subpoenas. Obtains the requisite information from the files, prepares and submits finished papers to the attorney for approval. Knowledge of local court rules and procedures for preparing and filing legal documents. Constructs the variable aspects of recurring legal documents in conformance with the rules governing their style and format. Verifies citations and statutory references obtained in legal documents against original sources such as legal text, reports, Federal Reporter system, CFR, etc., making sure that they are correct and in compliance with source material. Develops tables of contents and indices to briefs in accordance with established standards. Composes original letters, not requiring legal interpretations, but which do require a good knowledge of legal procedures and specialized terminology. Maintains a calendar of all assigned active cases. Arranges travel for assigned attorneys and witnesses by preparing itinerary, and securing transportation and hotel reservations. Prepares travel authorizations and vouchers.

QUALIFICATION REQUIREMENTS:

Applicants must indicate their typing speed on their resume/application. Applicants must be able to type at least 40 words per minute. Failure to list typing speed might preclude an applicant's employment consideration. Applicants may be asked to certify or demonstrate their typing proficiency.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management.

At the GS-5 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-4 level. Four years of successfully completed education above high school may be substituted for the specialized experience at the GS-5 level. Such education must have been gained in an accredited junior college, college or university. A combination of experience and education above high school may be used to meet total qualification requirements.

At the GS-6 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-5 level.

At the GS-7 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-6 level.

Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience at the GS-5 and 6 levels is responsible clerical, technical, administrative or investigative experience that demonstrates (1) ability to apply a body of rules, regulations, precedents, and procedures and (2) a knowledge of legal documents and legal or judicial processes. Examples of qualifying specialized experience include substantive clerical/secretarial work in a law office or an organization engaged in legal, quasi-judicial, or law enforcement activities with duties to include providing a variety of legal assistance to staff such as tracking legal office filings, hearings, and trial dates, scheduling conferences and interviews; and providing office support services, including typing legal correspondence and documents. It also includes various administrative duties such as: maintaining supervisor's calendar, establishing and maintaining files, arranging travel, etc. To qualify for consideration at the GS-7 level, specialized experience is further defined as work experience which demonstrates the ability to independently draft grammatically correct legal office memorandums and/or correspondence for signature and approval; and assembling exhibits, affidavits, and other legal documents from file material.

Applicants must have the ability to operate a personal computer.

Applicants must meet all qualification requirements by the closing date of the vacancy announcement.

EVALUATION METHODS: Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an

applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of legal documents, procedures, and terminology. (Describe in detail your knowledge of various legal policies and terminology and how you have used this knowledge and the type of work environment.)
- 2) Ability to communicate orally. (Describe the type of communication and the organizational setting. Describe how you used your communication skills in dealing with others. Describe the types of individuals you communicated with. Describe the types of problems you encountered and the solutions you developed.)
- 3) Ability to communicate in writing. (Describe the types of written communication composed and/or prepared and the complexity. Describe the type of audience for whom the written material was prepared.)
- 4) Skill in the use of office automation hardware/software to produce a variety of documents, correspondence, and court exhibits. (Describe types of hardware and software programs used and for what purpose they were used and/or what products were produced.)
- 5) Knowledge of administrative office procedures (e.g., making travel arrangements, calendar maintenance, etc.). (Describe the types of administrative duties you have performed and in what organizational setting.)

HOW TO APPLY: Applications received under this announcement will be rated using competitive procedures only under this agency's delegated examining authority. Applicants must indicate on the

application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for up to the highest grade qualified.

PLEASE PRINT AND COMPLETE THIS SECTION, AND SUBMIT WITH YOUR APPLICATION PACKET

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work

experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. A statement indicating your typing skill and speed **OR** self-certify your typing speed by completing the following statement:

I certify that I can type () words per minute.

Signature

4. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP

applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

5. VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit a Standard Form 15 (SF-15) Application for 10-Point Veterans Preference (Revised December 2004), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the SF-15. For more information, please see the Veteran's Information Guide at the following link:
<http://www.opm.gov/veterans/html/vetsinfo.pdf>

OTHER INFORMATION: Applications must be received no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation

will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.